

## **ADJUSTER APPRENTICE ADJUSTER**

### **LICENSING PROCEDURES AND INFORMATION**

**This document is for general information purposes only. It does not amend or precede provisions of the Kentucky Revised Statutes or Administrative Regulations. For more complete information, refer to the Kentucky Insurance Code.**

A person who is paid to investigate or settle claims arising under insurance contracts must be licensed as an adjuster.

**Exceptions** – An adjuster license is not required for:

- Adjuster who is sent to Kentucky by an insurer to investigate claims relating to a common catastrophe, such as a tornado or hailstorm. Under these circumstances, the unlicensed adjuster is permitted to adjust claims for up to 90 days;
- Attorney while acting under a license to practice law in Kentucky;
- Licensed agent with claim authority granted by the insurer as long as the agent does not receive any compensation for adjusting services;
- Salaried traveling representative of a mutual or reciprocal insurer;
- Person employed only for the purpose of obtaining facts surrounding a claim or furnishing technical assistance to a licensed adjuster, including photographer, estimator, private investigator, engineer, and handwriting expert; or
- Person performing adjusting services under an agent license for limited line of authority for crop-hail insurance.

**Different Lines of Authority Under an Adjuster License** – The Department issues adjuster licenses with only one of two different lines of authority. The insurance law expressly prohibits an adjuster from representing the interests of both the insurer and the claimant. Thus, the applicant for an adjuster license must select which group the adjuster intends to represent and must elect to be either:

- **Independent Adjuster** – an adjuster who acts solely on behalf of insurers; or
- **Public Adjuster** – an adjuster who acts solely on behalf of the insured or the claimant (persons making claims against the insurance policies).

**Adjusting Workers' Compensation Claims** – Persons adjusting Workers' Compensation claims must be licensed as adjusters by the Kentucky Department of Insurance. In addition these licensed adjusters should visit the Web site of the Kentucky Department of Workers' Claims at <http://labor.ky.gov/dwc> for additional important information.

**Apprentice Adjuster License** – In the event the applicant for an adjuster's license meets all other qualification requirements for the license but does not have the experience or special education or training for handling claims, the applicant may be issued a temporary license as an apprentice adjuster without passing the examination. But at all times, the apprentice adjuster must be subject to training, direction, and control by a licensed adjuster acting in the same capacity.

Further, the apprentice adjuster license is good only for a period up to 12 months. Hence, the apprentice adjuster must pass the examination and be issued a permanent independent or public adjuster license to continue adjusting claims beyond the 12-month period.

However, while the license is active, the apprentice adjuster has all of the privileges and obligations of other adjusters. And the apprentice adjuster is subject to administrative action against the license like all other adjusters licensed in Kentucky.

## WARNINGS

**Notice of Action Against License** – Every licensee must notify the Department in writing within 30 days of initiation of:

- **Disciplinary action** taken by any jurisdiction against the license or any other professional license; or
- **Criminal action** taken by any jurisdiction against the licensee.

**Address Change or Name Change** – Every licensee must notify the Department, in writing, of any change in residence address, business address, or legal name within 30 days of the change. (However, viatical settlement brokers and viatical settlement providers must notify the Department at least **30 days prior to** the effective date of the change.) Agents, surplus lines brokers, rental vehicle agents and managing employees, specialty credit producers and managing employees, reinsurance intermediary brokers, and reinsurance intermediary managers are subject to a penalty up to \$1,000 for failure to do so. Adjusters, administrators, viatical settlement brokers, viatical settlement providers, and consultants are subject to a penalty up to \$2,000.

- **Address changes** should be submitted on Record Correction **Form 8303**. (Moving from Kentucky to another state may require surrendering the resident license and applying for nonresident license. Also moving to Kentucky from another state may require surrendering the nonresident license and applying for a resident license.)
- **Name changes** should be submitted on Record Correction **Form 8303** with pertinent legal documentation approving the name change, including any amendments filed with the Kentucky Secretary of State.

**Form 8303** should include the licensee's name and identification number (the licensee's Social Security Number, Federal Employer Identification Number, or Department of Insurance identification number); and it should be submitted to the Department by mail to:

Department of Insurance  
Agent Licensing Division  
Post Office Box 517  
Frankfort, KY 40602-0517

Or **Form 8303** may be submitted to the Department by facsimile to (502) 564-6030, or by e-mail to [DOIAgentLicensingMail@ky.gov](mailto:DOIAgentLicensingMail@ky.gov).

**Corrected License Certificate** – Because the insurance law requires that the license certificate contain the licensee's name, city and state of principal place of business address, and other pertinent information, every licensee that changes this information must request a corrected license certificate from the Department. To get a corrected license certificate with the name, city, or state change, the licensee must submit a request on **Form 8306** along with the out-of-date

original license certificate. A license certificate with the new name, new city, or new state will be provided without charge and will be mailed to the residence address of the licensed individual or to the business address of the licensed business entity.

**Change of Home State** – A nonresident licensee who changes his or her home state to a state other than Kentucky must file a change of address **Form 8303** and provide a Certification Letter from the new home state within 30 days of the change. No fee or license application is required.

## MISCELLANEOUS INFORMATION

**Notice of Commissioner's Order** – Every licensee is deemed to have received any notice or order of the commissioner mailed to the licensee's address on file with the Department.

**Licensee's Office Open to Public** – If Kentucky is the Home State, the licensee is required to have and maintain an office in Kentucky that is accessible to the public, and that is the place where the licensee principally conducts transactions under the license. This requirement does not prohibit the licensee from maintaining this office in the office of an insurer, in the office of the employer, or in the home of the licensee. (Kentucky is the Home State if the licensee has a Kentucky resident license or has a Kentucky principal place of business without a resident license from another state.)

**Display of License and Retention of Records** – The license of all licensees must be conspicuously displayed in each Kentucky place of business in a part customarily open to the public. In addition, complete records of transactions under the license must be kept at the place of business for at least 5 years after completion of the purpose for which it was created. [KRS 304.9-390 and 806 KAR 2:070]

**Service of Process** – All nonresident licensees are deemed to have irrevocably appointed the Kentucky Secretary of State to receive service of process in any court action against the licensee arising out of transactions under the Kentucky license.

**Designations** – A licensed business entity can only exercise its license through a designated licensed individual. Each designated individual has to hold the same kind of license as the business entity and, if the business entity license has lines of authority, have at least one of the same lines of authority. Further, the designated individual may only exercise the business entity license for the lines of authority held in common by both the business entity and the individual. (For example, a business entity is like a building: it cannot operate unless there is an individual to act for it in collecting the facts, interacting with the claimants, and settling the claims.)

Each licensed business entity must file with the Department:

- **Form 8305 – Notice of the designation** of an individual within 30 days of the designation;
- **Form 8305 – Notice of termination** of the designation within 30 days of the termination of designation; and

- **Annual report** by January 31 of all designated individuals whose designations are not terminated prior to January 1. (The Department will provide the form or format to be used for this report.)

**Certification / Clearance Letter from Kentucky Department** – If an applicant for a license in another state holds or has held a Kentucky resident license, the other state will probably require a letter from the Kentucky Department of Insurance. A Certification Letter states that the license is active and in good standing in Kentucky (needed to license a Kentucky resident licensee as a nonresident licensee in another state). A Clearance Letter states that the former licensee was in good standing at the time the Kentucky license terminated (needed to license a former Kentucky resident licensee as a resident licensee in another state). Kentucky has combined these two letters:

- If the license is active, the letter will serve as a certification letter for the current license activity; and
- If the license is no longer active, the letter will indicate the last date of license and the date it became inactive, thus serving as a clearance letter.

Each letter must be requested in writing on the Certification/Clearance Letter Request Form with the licensee's full name, identification number (the licensee's Social Security Number, Federal Employer Identification Number, or Department of Insurance identification number), and type of letter needed. Also, the licensee must indicate where the processed paperwork should be mailed (or provide a properly addressed envelope to expedite the process). A check made payable to the "Kentucky State Treasurer" in an amount of \$5 for each letter requested should be enclosed with the request.

**Certification / Clearance Letters to Kentucky Department** – Kentucky requires a letter (or verification through the NAIC Producer Data Base) from the other state if the applicant for a Kentucky license holds or has held a resident license in the other state. These letters are commonly known as Certification Letters and Clearance Letters.

- **Request for Kentucky Nonresident License –**
  - A nonresident individual or business entity applying for a Kentucky nonresident license, must file the original of a **Certification Letter** from the applicant's home state indicating that the applicant is in good standing with the home state.
  - A nonresident individual or business entity, which has a Kentucky nonresident license and changes its home state, must file the original of a **Certification Letter** from the new home state and file a record correction **Form 8303**.
- **Request for Kentucky Resident License –**
  - A nonresident individual or business entity, which is applying for a Kentucky resident license and was formerly licensed as a resident in a state other than Kentucky, must file the original of a **Clearance Letter** from its prior home state indicating that the applicant was in good standing with that state at the time the resident license terminated.

**Purchase of Kentucky Insurance Code** – Because there is so much involved in the licensing and the legal duties imposed on a licensee, the Department suggests that every licensee get a copy of *Kentucky Insurance Laws and Regulations, 2002 Edition*. This Kentucky insurance code

can be purchased for \$39 through the Department of Insurance. It will provide a better understanding of Kentucky insurance laws and procedures. In the alternative, the licensee may access Kentucky's insurance laws and administrative regulations through the Legislative Research Commission Web site at [www.lrc.state.ky.us](http://www.lrc.state.ky.us) under "[Legislative Resources](#)."

**Forms and Additional Information** – Kentucky-specific applications and most other forms for all licensees are available through the Department's Web site at <http://doi.ppr.ky.gov/kentucky> under the "[Agent Licensing](#)" section of the menu titled "Licensee Procedures, Forms and Information." Also visit this Web site for additional information on all types of licenses, as well as verification of license status, continuing education credit, appointment, designations with business entities, etc. The Licensing Division is also available to provide information and answer questions through its e-mail address at [DOIAgentLicensingMail@ky.gov](mailto:DOIAgentLicensingMail@ky.gov) or by telephone at (502) 564-6004.

## **INDIVIDUAL RESIDENT OR NONRESIDENT ADJUSTER**

The Kentucky Insurance Code provides for an adjuster license with an independent or a public line of authority without distinguishing between a resident and a nonresident as long as the nonresident's state permits Kentucky adjusters to act in that state.

**QUALIFICATIONS** – To be licensed as an independent adjuster or public adjuster, the individual applicant must:

- Be at least 21 years old;
- Be a resident of Kentucky or resident of a reciprocal state that permits Kentucky residents to act as an adjuster in that state;
- Fulfill one of the following:
  - Be an employee of an insurer, or
  - Be a full time salaried employee of a licensed adjuster, or
  - Be a graduate of a recognized law school, or
  - Have experience or special education or training as to the handling of claims long enough and frequently enough to be competent to fulfill the responsibilities of an adjuster;
- Be trustworthy and of good reputation;
- Have an office accessible to the public;
- Be financially responsible;
- Pass a written examination in either
  - Kentucky, or
  - Reciprocal state; and
- Pay fee.

**APPLICATION** – The applicant is required to certify, under penalty of perjury, that the application for the license is true. Further, the Department must receive the following to process the individual's application:

Individual License Application – **Form 8301** (completed in its entirety and attaching the appropriate information)

- Electing to be either independent or public

Documentation from another state's Department of Insurance that the applicant passed the adjuster exam in a reciprocal state including

- Original Certification Letter stating licensed as an adjuster by examination, or
- Certified results of adjuster examination

Proof of financial responsibility filed by the insurer directly with the Department – **Form 99-3** (Surety Bond)

If using assumed name, copies of Certificate of Assumed Name filed with each Kentucky County Clerk where the applicant intends to transact business

All applicable fees

**FEES** – The adjuster license applicant must remit \$50 for the license and \$50 for the examination, if applicable.

**PRELICENSING TRAINING** – No prelicensing training is required.

**EXAMINATION** – The individual must pass the adjuster examination unless the applicant has an adjuster license in another state that is based on an adjuster examination in a reciprocal state.

After the Department has determined that the application and all necessary attachments are in order, the applicant will receive a notice to report for any required exams. The notice to report will be sent to his or her home address. At that time, the individual must schedule an appointment for the exams with the Examination Section of the Licensing Division by calling (502) 564-6004 or e-mailing [DOI-AgentLicensingMail@ky.gov](mailto:DOI-AgentLicensingMail@ky.gov).

**ALL APPLICANTS MUST HAVE RECEIVED A NOTICE TO REPORT IN ORDER TO SCHEDULE AN EXAM. ALSO, ALL APPLICANTS MUST PROVIDE PHOTO IDENTIFICATION PRIOR TO BEING ADMITTED FOR ANY EXAMINATION.**

The applicant has 120 days from the date of the license application to pass the exam. The applicant may not take the exam more than 3 times during this 120-day period. If the applicant takes an exam and does not pass it, the applicant must submit another \$50 for the new exam along with the Department's Retake **Form 8304** and make another appointment. The retake form will be provided to the applicant at the time the applicant is informed he or she failed to pass the exam. The expiration date of the application appears on the notice to report. The application will be denied if the applicant fails to pass the exam prior to the expiration date of the application.

**Please be advised that if an applicant schedules an appointment for an exam and fails to appear for the scheduled appointment, the applicant will be required to pay an additional retake fee and submit a new retake Form 8304, prior to scheduling a new appointment.**

If the applicant takes the exam at the Department's Frankfort testing site, the applicant will receive the exam scores as soon as the exam is completed. However, if the exam is taken at a

regional testing site outside of Frankfort, it will take approximately one week for the applicant to receive exam scores.

If the applicant has already filed any required proof of financial responsibility, the applicant will be licensed upon passing the exam. The information will be posted immediately to the Internet for verification. The applicant will receive the license at his or her residence address listed on the application for license.

All passing exam scores are good for one year. After this one-year period, the applicant must submit all forms and fees, just like a first-time applicant, and take any required prelicensing training and examinations.

**FINANCIAL RESPONSIBILITY** – The licensee is deemed to act in a fiduciary capacity on behalf of the licensee's principal (the insurer or the person making a claim against the insurance policy) and, therefore, must post a bond guaranteeing the performance of this trust. The bond must be executed by an authorized surety company and must be in the sum of \$1,000 or more.

**Loss of Financial Responsibility** – If at any time the proof of financial responsibility lapses for any reason and is not replaced by the deadline, the license will terminate by act of law. Details about the timely replacement of financial responsibility, which is being cancelled, are set out in 806 KAR 9:210.

**APPOINTMENT** – Appointments are not applicable to the license.

**ADDITIONAL LINES OF AUTHORITY** – The licensee cannot add lines of authority to the adjuster license but, in certain circumstances, may replace one line of authority with the other. In other words, the licensee may have only an independent or public line of authority under the license at any one time.

**LICENSE RENEWAL** – The license continues in force until expired, suspended, revoked, or otherwise terminated if the licensee makes a written request for continuation, confirms any applicable financial responsibility and certain other information in the Department's records, and pays the renewal fee as follows:

- \$50

The renewal invoice and the payment of the license renewal fee stated on the renewal invoice are due by the end of the individual licensee's birth month in

- Odd-numbered years for licensee born in odd year; and
- Even-numbered years for licensee born in even year.

(At least 30 days before the renewal deadline, the Department will send the licensee the renewal invoice containing all of the information that must be confirmed as well as the amount of the renewal fee due.)

All licensees are responsible for their own license renewal. **Each licensee must:**

- **Sign** the renewal invoice verifying all information is accurate,
- **Return the renewal invoice** directly to the Department, and
- **Remit** any required license **renewal fee** to the Department with the renewal invoice.

(The licensee can check the Department's Web site to confirm that the Department has received both the signed renewal invoice and any required renewal fees.)

**Failure to Renew License by Deadline** – If the Department does not receive the signed renewal invoice and any required fees by the deadline, the license will be automatically terminated as of the deadline and the licensee will be prohibited by law from exercising the license in any way (other than to receive renewal commission or deferred compensation on old business) until the license is reissued.

However, if the licensee submits the signed renewal invoice, the late renewal penalty payment, and any required renewal fees within 90 days after the deadline, the license will be reissued without the need for a new license application or other documentation. Note that there will be a gap in the license (and any appointments) from the date of the deadline until the date the Department receives the signed renewal invoice, penalty, and any required renewal fees.

**REISSUE OF TERMINATED LICENSE** – The former licensee will have one year from his or her license termination date to re-qualify for the license without completing any required prelicensing training course or passing any required examinations. However, the former licensee must still submit a newly completed license application with all required attachments and pay the applicable fees. (If applying for an agent license, the former agent must contact all insurers he or she wants to represent so that the insurers can file the appointment **Form 8302-AP** with the applicable fees.)

In addition to submitting a license application and paying the licensing fees, if the license was terminated for

- **Failure to meet continuing education** requirements, the former licensee must complete the delinquent hours of continuing education and have certificates of completion filed with the Department, or
- **Failure to maintain financial responsibility**, the former licensee must obtain adequate financial responsibility and have the insurer or financial institution file the appropriate proof with the Department.

Note that there will be a gap in the license (and any appointments) from the date of the license termination until the date the license is reissued. During this gap, the licensee cannot exercise the license in any way (other than to receive renewal commission or deferred compensation on old business) until the license is reissued.

**CONTINUING EDUCATION** –No continuing education is required.

## **BUSINESS ENTITY RESIDENT OR NONRESIDENT ADJUSTER**

The Kentucky Insurance Code provides for an adjuster license with an independent or a public line of authority without distinguishing between a resident and a nonresident as long as the nonresident's state permits Kentucky adjusters to act in that state.



**QUALIFICATIONS** – To be licensed either as an independent adjuster or public adjuster, the business entity applicant must have:

- Each individual who will act under the business entity license
  - Licensed as an individual adjuster for the same line of authority (independent or public); and
  - Designated with the Department to act under the license.

**APPLICATION** – The applicant is required to certify, under penalty of perjury, that the application for the license is true. Further, the Department must receive the following to process the business entity's application:

Business Entity License Application – **Form 8301-BE** (completed in its entirety and attaching the appropriate information)

- Electing to be either independent or public

Original Certification Letter from reciprocal home state or verification through the NAIC Producer Data Base, if nonresident

List of all individuals to act under business entity license

For each individual to act under business entity license

- Individual License Application – **Form 8301**, OR
- Identification number for Kentucky adjuster license

Proof of financial responsibility filed by the insurer directly with the Department– **Form 99-3** (Surety Bond)

Document demonstrating authority to do business in Kentucky, as applicable

- General Partnership
  - For resident and nonresident
    - Partnership Agreement
- Limited Partnership
  - For resident
    - Certificate of Formation from Kentucky Secretary of State
  - For nonresident
    - Certificate of Registration from Kentucky Secretary of State
- Corporation and Limited Liability Company
  - For resident
    - Certificate of Existence from Kentucky Secretary of State
  - For nonresident
    - Certificate of Authorization from Kentucky Secretary of State

If using assumed name, copies of Certificate of Assumed Name filed with Kentucky Secretary of State and each Kentucky County Clerk where the applicant intends to transact business

All applicable fees

**FEES** – The applicant must remit \$50 for the license plus all applicable fees for each individual for whom a **Form 8301** is filed. (See fees for individuals applying for the same license in the prior section.)

**PRELICENSING TRAINING** – No prelicensing training is required.

**EXAMINATION** – No examination is required.

**FINANCIAL RESPONSIBILITY** – The licensee is deemed to act in a fiduciary capacity on behalf of the licensee's principal (the insurer or the person making a claim against the insurance policy) and, therefore, must post a bond guaranteeing the performance of this trust. The bond must be executed by an authorized surety company and must be in the sum of \$1,000 or more.

**Loss of Financial Responsibility** – If at any time the proof of financial responsibility lapses for any reason and is not replaced by the deadline, the license will terminate by act of law. Details about the timely replacement of financial responsibility, which is being cancelled, are set out in 806 KAR 9:210.

**APPOINTMENT** – Appointments are not applicable to the license.

**ADDITIONAL LINES OF AUTHORITY** – The licensee cannot add lines of authority to the adjuster license but, in certain circumstances, may replace one line of authority with the other. In other words, the licensee may have only an independent or public line of authority under the license at any one time.

**LICENSE RENEWAL** – The license continues in force until expired, suspended, revoked, or otherwise terminated if the licensee makes a written request for continuation, confirms any applicable financial responsibility and certain other information in the Department's records, and pays the renewal fee as follows:

- \$50

The renewal invoice and the payment of the license renewal fee stated on the renewal invoice are due from the business entity licensee by March 31 in

- Odd-numbered years for a business entity licensed in an odd-numbered year, and
- Even-numbered years for a business entity licensed in an even-numbered year.

(At least 30 days before the renewal deadline, the Department will send the licensee the renewal invoice containing all of the information that must be confirmed as well as the amount of the renewal fee due.)

All licensees are responsible for their own license renewal. **Each licensee must:**

- **Sign** the renewal invoice verifying all information is accurate,
- **Return the renewal invoice** directly to the Department, and
- **Remit** any required license **renewal fee** to the Department with the renewal invoice.

(The licensee can check the Department's Web site to confirm that the Department has received both the signed renewal invoice and any required renewal fees.)

**Failure to Renew License by Deadline** – If the Department does not receive the signed renewal invoice and any required fees by the deadline, the license will be automatically terminated as of the deadline and the licensee will be prohibited by law from exercising the license in any way (other than to receive renewal commission or deferred compensation on old business) until the license is reissued.

However, if the licensee submits the signed renewal invoice, the late renewal penalty payment, and any required renewal fees within 90 days after the deadline, the license will be reissued without the need for a new license application or other documentation. Note that there will be a gap in the license (and any appointments) from the date of the deadline until the date the Department receives the signed renewal invoice, penalty, and any required renewal fees.

**REISSUE OF TERMINATED LICENSE** – The former licensee will have one year from his or her license termination date to re-qualify for the license without completing any required prelicensing training course or passing any required examinations. However, the former licensee must still submit a newly completed license application with all required attachments and pay the applicable fees. (If applying for an agent license, the former agent must contact all insurers he or she wants to represent so that the insurers can file the appointment (Form 8302-AP) with the applicable fees.)

In addition to submitting a license application and paying the licensing fees, if the license was terminated for:

- **Failure to meet continuing education** requirements, the former licensee must complete the delinquent hours of continuing education and have certificates of completion filed with the Department, or
- **Failure to maintain financial responsibility**, the former licensee must obtain adequate financial responsibility and have the insurer or financial institution file the appropriate proof with the Department.

Note that there will be a gap in the license (and any appointments) from the date of the license termination until the date the license is reissued. During this gap, the licensee cannot exercise the license in any way (other than to receive renewal commission or deferred compensation on old business) until the license is reissued.

**CONTINUING EDUCATION** – No continuing education is required.

## **INDIVIDUAL RESIDENT APPRENTICE ADJUSTER**

Both residents and nonresidents may be licensed as apprentice adjusters as long as the nonresident's state permits Kentucky adjusters to act in that state.

**QUALIFICATIONS** – To be licensed as an apprentice adjuster, the individual applicant must:

- Be at least 21 years old;
- Be a resident of Kentucky or resident of a reciprocal state;
- Fulfill one of the following:
  - Be a full time salaried employee of an insurer, or
  - Be a full time salaried employee of a licensed adjuster, or
- Be subject to training, direction, and control by a licensed adjuster;
- Be trustworthy and of good reputation;

- Have an office accessible to the public;
- Be financially responsible; and
- Pay fee.

**APPLICATION** – The applicant is required to certify, under penalty of perjury, that the application for the license is true. Further, the Department must receive the following to process the individual's application:

<p>Individual License Application – <b>Form 8301</b> (completed in its entirety and attaching the appropriate information)</p> <ul style="list-style-type: none"><li>○ Electing to be either independent or public</li><li>○ Signed by sponsoring licensed adjuster</li></ul> <p>Proof of financial responsibility filed by the insurer directly with the Department – <b>Form 99-3</b> (Surety Bond)</p> <p>All applicable fees</p>
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**FEES** – The apprentice adjuster license applicant must remit \$25 for the license.

**PRELICENSING TRAINING** – No prelicensing training course is required of apprentice adjusters. In fact, this apprentice period was established solely for prelicensing training for a permanent adjuster license.

**EXAMINATION** – The apprentice adjuster is excused from taking the examination to be licensed as an apprentice adjuster. However, the apprentice adjuster must pass the adjuster examination before being issued a permanent adjuster license.

**FINANCIAL RESPONSIBILITY** – The licensee is deemed to act in a fiduciary capacity on behalf of the licensee's principal (the insurer or the person making a claim against the insurance policy) and, therefore, must post a bond guaranteeing the performance of this trust. The bond must be executed by an authorized surety company and must be in the sum of \$1,000 or more.

**Loss of Financial Responsibility** – If at any time the proof of financial responsibility lapses for any reason and is not replaced by the deadline, the license will terminate by act of law. Details about the timely replacement of financial responsibility, which is being cancelled, are set out in 806 KAR 9:210.

**APPOINTMENT** – Appointments are not applicable to the license. Rather, apprentice adjusters must maintain a sponsoring licensed adjuster at all times.

**ADDITIONAL LINES OF AUTHORITY** – The licensee cannot add lines of authority to the adjuster license but, in certain circumstances, may replace one line of authority with the other. In other words, the licensee may have only an independent or public line of authority under the license at any one time.

Further, upon the issuance of an adjuster license, any existing apprentice adjuster license will terminate.

**LICENSE RENEWAL** – The apprentice adjuster license cannot be renewed, extended, or reissued. This temporary license is good only for a period up to 12 months and expires at the end of that period. Hence, the apprentice adjuster must qualify for a permanent adjuster license to continue adjusting claims beyond the 12-month period.

**CONTINUING EDUCATION** – No continuing education is required.

## **INDIVIDUAL NONRESIDENT APPRENTICE ADJUSTER**

Kentucky does not issue nonresident apprentice adjuster licenses.

## **BUSINESS ENTITY RESIDENT OR NONRESIDENT APPRENTICE ADJUSTER**

The Kentucky Insurance Code limits the apprentice adjuster license to individuals. Business entities may not be licensed as apprentice adjusters.